Month 00, 2016

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**First and Last Name**

***Job Title***

**HOUSTON INDEPENDENT SCHOOL DISTRICT**

Name of the School

0000 Name of Street • Houston, Texas 77000-0000

(Parent Name/Names)

0000 Name of Street

Houston, Texas 77000 - 0000

Dear (Parent Name):

Thank you for your recent inquiry about installing video and audio equipment in a special education classroom at our school. As per state law, a parent, Board of trustee, or staff member, are the only individuals who may request that video and audio equipment be installed in a self-contained or other special education classroom.

Based upon the specified requirements listed above, your request for video and audio equipment to be installed meets the criteria. I will follow district procedures to request the installation. We expect the process to be completed within the next sixty days.

Thank you for your interest in ensuring the safety of our students.

Sincerely,

First and last name, Principal

Name of School